

HIBISCUS CHILDREN'S CENTER POSITION DESCRIPTION

Position Title: Medical Office Assistant Reports to: Director of Shelter Operations	Program: Shelter
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POSITION FUNCTION/OVERVIEW:

The Medical Office Assistant works directly with the Lead Medical Assistant and Director of Shelter Operations to ensure a steady workflow, uninterrupted services and maintaining compliance with 65C-14 and contractual obligations.

PRIMARY DUTIES/RESPONSIBILITIES:

- Record medical chronological notes on all children
- Comply with medical reports, court orders and parental consent forms to ensure compliance
- Follow up on client medical reports. Document as appropriate
- Create and update patients' electronic health records
- Conduct medical assessments upon admission and upon injury
- Document client height and weight monthly
- Schedule medical appointments as instructed by the Lead Medical Assistant
- Coordinate care with psychiatrist including participation in med management appointments when required
- Transport clients to appointments as needed
- Communicate directly with behavioral health techs, shift supervisors and dependency case managers as appropriate
- Maintain and strengthen business relationships with vendors and CBC's
- Update Resource Books for children with copies of all pertinent medical information
- Compile necessary health records for registration of all school age children
- Consult with school nurse as needed. Contact school for early release due to medical appointments
- Transport sick children from school to Shelter as needed
- Communicate with parents/guardians when available to obtain medical/family history, inform of current treatment and educate as appropriate
- Train supervisors in medication administration
- Participate in in-service, staff meetings, treatment team meetings and committees as directed
- Participates in on call rotation
- All other duties as assigned

This list of duties and responsibilities is not intended to be exhaustive. Hibiscus Children's Center reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS REQUIRED:

- Medical Assistant Diploma preferred, CNA required
- Meets all staff requirements specified in Florida Administrative Code Chapter 65C-14 and all contractual obligations
- Certification in CPR, First Aid, CPR
- Meets requirements to operate agency vehicles

SKILLS:

- Written and verbal Communication- professional and courteous in tone and information delivery
- Organization
- Documentation
- Dependability
- Teamwork
- Procedural
- Planning/Scheduling
- Ability to handle sensitive client information with confidentiality
- Customer Focus

PHYSICAL REQUIREMENTS: (N=needed P=preferred)

Sitting <u>N</u> Standing <u>N</u> Walking <u>N</u> Lifting <u>N</u> Carrying <u>N</u> Kneeling <u>N</u> Pushing/Pulling <u>N</u> Bending/Stooping <u>N</u> Climbing <u>P</u> Reaching <u>N</u> Crawling/Crouching <u>n/a</u> Repetitive Motions <u>P</u> Transporting <u>N</u> Other (describe _____)

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (Print)

Supervisor's Name (Print)

Employee Signature

Supervisor's Signature

Date

Date